

Certificate of Eligibility Approval Process

Identification and recruitment (ID&R) of eligible migrant children is a cornerstone of the Migrant Education Program (MEP), and its importance cannot be overemphasized.

Identification is the process of determining the location and presence of migrant children. Recruitment means making contact with migrant families, explaining the MEP, securing the necessary information to make a determination that the child is eligible for the program and recording the basis of the child's eligibility on a Certificate of Eligibility (COE).

As part of the statewide ID&R process, the SEA is responsible for implementing quality control procedures designed to ensure the reasonable accuracy of recruiters' eligibility determinations and written documentation. The Nebraska Migrant Education Program uses the national COE created by the U. S. Department of Education as the official record to document eligibility determinations for each individual child. The Local Operating Agencies (LOA's) submit COE's to the state migrant office for review, correction if necessary, and approval by the COE Approval Team. The approved COE is signed and dated by the State ID&R Coordinator and submitted for entry into the MIS2000 system. A copy of the state approved COE is sent to the LOA and the original is kept at the state migrant office.

If the COE is not approved by the COE Approval Team, the COE is marked Non-Qualifying (NQ) and kept at the state migrant office. A copy of the COE is sent to the LOA with an explanation of why the children were not determined eligible for the Migrant program. The recruiter has the option to appeal the decision of the COE Approval Team. The recruiter may submit an appeal form describing the particular circumstances that support the eligibility determination of the family. The appeal form is submitted to the State MEP to be reviewed by the COE Approval Team. The COE appeal process does not guarantee the COE will be approved and requires the final decision of the State ID&R coordinator.